

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

04 AUG 12 P2:40

TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAIIFROM: DHS / HCDCH / PMMB

(Department/Division/Agency)

Pursuant to § 103D-102(b)(5), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

Nan McKay Training

September 28, 29, 30, 2004 LIPH Rent Calculation and Certification Exam

October 4, 5, 6, 2004 LIPH Occupancy and Certification Exam

Name of Vendor:

Nan McKay

Cost:

\$56,800.00

Term of Contract:

From: Open Enrollment Seminar

To:

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Nan McKay will provide services of lecturers, speakers, trainers and scriptwriters specific to the Agency's needs. Agency subscribes to their services and handbooks.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

HUD recognizes Nan McKay University as authorized trainers and the only trainers in this subject matter.

A description of the agency's internal controls and approval requirements for the exempted procurement:

HCDCH uses "Exhibit A", Procurement Exempt from Chapter 103D, HRS, #3 as guidelines.

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Stephanie Aveiro, Executive Director
Pamela Dodson, Executive Assistant

Direct questions to:

Dexter Ching

Phone Number:

832-3427

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: ☒ Yes ☐ No.

I certify that the information provided above is to the best of my knowledge, true and correct.

Pamela Dodson 8/2/04
for Department/Agency Head: EXECUTIVE ASSISTANT Date

Chief Procurement Officer's Comments:

This exemption is for the solicitation process only, Chapter 103D-310, HRS, shall apply.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

Adam J. Fitch
Chief Procurement Officer

8/27/04
Date

cc: Administrator
State Procurement Office

